

STANDARD FORM NO. 64

**CONFIDENTIAL****Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 3 December 1957

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 49  
27 November - 3 December 1957

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**I. SIGNIFICANT ITEMS**

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Nothing to report.

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**II. OTHER ACTIVITIES**

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A. ☐ students completed CLC #8 on Wednesday,  
27 November.

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B. Effective Speaking Course #5 started on Monday,  
2 December, with ☐ students.

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C. Reading Techniques Course #40 started on Monday,  
2 December, with ☐ students. Offices are represented  
as follows: DD/S ☐ DD/P - ☐ DD/I - ☐ Grade levels  
are: GS-13 - ☐ GS-12 - ☐ GS-9 - ☐ GS-6 - ☐ GS-5 - ☐  
This class will extend through the Christmas holidays,  
ending on 27 December.

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D. Miss Anilee Rollins, Assistant to the Chief of  
the Reading Program, Department of Agriculture, visited  
the Reading Course on Wednesday, 27 November, to discuss  
teaching methods and materials.

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**III. PERSONNEL NOTES**A. ☐ formerly with OCI, has joined  
the Intelligence Production Staff.

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